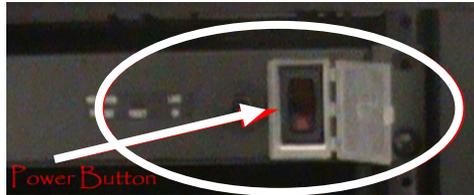


# **Classroom Technology Guide**

- I. Turn on the Computer**
- II. Turn on the Projector/Displays**
- III. Log in to the Computer/Access Personal Storage**
- IV. Adjust Volume**
- V. Use the SMART Board**
- VI. Play a Video (DVD only)**
- VII. Use Clickers**
- VIII. Connect a Laptop**
- IX. Use the Elmo Document Camera**
- X. Skype in the Classroom**
- XI. Shut Down**
- XII. Get Help**

## I. TURN ON THE COMPUTER

- a. The **MAIN POWER SWITCH** (*fig 1*) is inside the podium cabinet, at the top right. It should always be on.



*fig 1. Main Power Switch*

- b. Turn on the **COMPUTER** inside the podium (*fig 2*). If the computer is already on, the power button will be lit with a blue light.



*fig 2. Computer Power Button*

## II. TURN ON THE PROJECTOR and DISPLAYS

- a. Tap the center of the touch screen display to power up the projector and turn on the television monitors - @ 30 seconds (*fig 3*). If the panel is already on, tap the **Projectors On or Panels On** buttons if necessary.



*fig 3. Touch Screen Display*

- b. The touch screen display will default to the PC. If you use a laptop, the DVD, or the document camera, select the button on the touch screen display (*fig 4*). When selecting DVD, touch screen controls for that device will become available.



*fig 4. Touch Screen Display*

### III. LOG INTO THE CLASSROOM COMPUTER/ACCESS PERSONAL STORAGE

- a. Every classroom computer requires that you log in to the Novell Network with your Widener username and password. Enter your username and password in the appropriate fields (*fig 5*).



*fig 5. Novell Login*

*Note: If the screen says **Log on to this Computer**, you will need to click on the Novell Logon option under the login fields to switch to the Novell Network.*

- b. Once you are logged in, you can access your personal storage.
  - i. Securely access your files via the web using **myfiles** ([myfiles.widener.edu](http://myfiles.widener.edu)). Each classroom browser (IE, FireFox, Chrome) has a shortcut link to **myfiles**. When you click the link, you will be asked to enter your username and password.

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This will open a web page showing all the documents you have stored on your personal storage drive. You can download any file by clicking on the file you want to use. **For best results save the document to the classroom desktop.** To upload an annotated document or original document back to your storage area, click on the **Add Files** button and either browse for the document, or drag and drop the file where indicated.

- ii. Alternatively, you can access your personal storage drive by opening **Computer** from the start menu. Open your personal drive and select the document you wish to open.
- iii. **Sign out** of *myfiles* or close the browser when done to log out of your personal storage space.

*Note: Once logged in to Novell, you can open any document from your personal storage drive from within the program you are going to use. When using clickers, you must **ALWAYS** open the document from the file/open menu of PowerPoint. See also **Section VII**, USING CLICKERS.*

#### IV. ADJUST VOLUME

- a. There are a few ways to adjust volume in the classroom,
  - i. Click on the computer volume icon in the tray to adjust sound (bottom right) ;

Note: a small red  on the volume icon indicates that sound is muted. Click on the volume icon and unmute.

- ii. Adjust the volume control using the up and down arrows on the Touch Screen Display (*fig 6*). If the **Mute** button is flashing yellow, click to unmute; or,



*fig 6. Volume on Touch Screen Display*

- iii. Adjust the volume knob on the Amplifier or other controller inside the podium. Verify that power to the Amplifier is on (*fig 7*).



*fig 7. Amplifier Power Button*

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**V. USE THE SMART BOARD and SMART NOTEBOOK**

- a. The **SMART Board** in each classroom is on and activated when the projector is on. To quickly align the board, click the  button in the floating toolbar and tap the center of each cross (there are 9).
- b. **Use the SMART pens to annotate your document. Pick up any pen** in the SMART Board tray **to activate the color.** When you are done, return the pen to the tray and click the arrow tool at the top of the toolbar.
- c. To save your annotations (to share later), click on the **SMART Ink** icon at the top of the page and select  Capture . This will take a picture of the screen with your document and annotations, and open it in the SMART Notebook software program.
- d. Once SMART Notebook is open, you can add slides, use additional tools (magic pen, window shade, etc.) or continue to annotate your document as desired.
- e. When you are finished, you can save your annotated document as a SMART Notebook file, or export it as a PDF or PowerPoint presentation.
  - i. **Save files in SMART Notebook.**
    - If you save to SMART Notebook, you will need the Notebook program on your computer to open or edit the files on your office PC.
  - ii. **Export the file (from the file menu) as PDF or PowerPoint** to edit or share later.
    - When you export to PowerPoint, each notebook screen becomes a separate PowerPoint slide.

## VI. PLAY A VIDEO (DVD only)

- a. **Blu-Ray DVD players are now available in each classroom.** To show a VHS tape, you will need to request additional equipment from Media Services. To show a DVD, open the Blu-Ray disk player (*fig 8*), and **insert the DVD** into the unit.



*fig 8. DVD Blu-Ray Disc Player*

- b. **Select Blu-Ray/DVD on the Touch Screen Display** (*fig 9*). You can control the DVD and volume directly from the touch screen display on the podium.



*fig 9. DVD Controls for the Blu-Ray Player.*

## VII. USE CLICKERS

- a. **Permanent clicker receivers are installed in all classrooms.** You will need to request the clickers from Media Services and distribute them to your audience.

If using a laptop, **request a clicker receiver** from Media Services and insert the **receiver** into a USB slot.

- b. If you are using a USB key/flash drive to store your presentation, insert it into any available USB port. If you store your presentation in your storage drive, make sure you are properly connected (see **Section III**).

- c. **Open TurningPoint** via the desktop shortcut . **Verify** there is a valid receiver indicated on the 'dashboard', then click on **PowerPoint Polling**. The receiver should be set to channel 41.

- d. **\*\* Open your TurningPoint presentation** from the File/Open menu of PowerPoint. **\*\***

- e. **From the TurningPoint menu, Reset** the session  before beginning your presentation. Reset

- f. **Press F5** to start your presentation in full screen mode. At the interactive slide, the popup polling tab will open and **Polling Open** will appear in green.

- g. Ask the audience to vote using the clickers.

- h. Using the fixed or remote mouse, **click once to close polling** and show the results (this can take a few seconds). **Click again to advance the slide.**

- i. To save the clicker results, from the **TurningPoint** menu click the **Save Session** icon. Save the results to your USB key or other personal storage location.

- j. End your presentation by pressing the **ESC** key on the keyboard, close PowerPoint and then Turning Point.

## VIII. CONNECT A LAPTOP

- a. **Connect your Laptop** using the HDMI or VGA cable in the cable cubby on top of the podium (*fig 10*). You can plug your laptop into the power outlet, and can connect to Ethernet and Audio directly.



*fig 10. Laptop Connector/Cable Cubby*

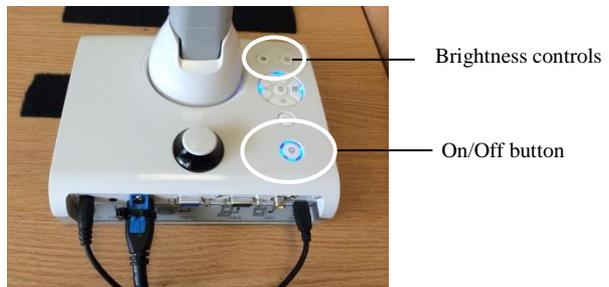
- b. Press the **LAPTOP** button on the touch screen display (*fig 4*). You can switch between the podium computer (PC) and the laptop (Laptop), or other devices, by pressing the corresponding buttons on the touch screen display.

## **IX. USE THE ELMO DOCUMENT CAMERA**

The **ELMO Document Camera** may be used with or without the **Image Mate** program.

**To use the ELMO for a quick display of an object or text; do not use the ELMO Image Mate program:**

- a. With the Computer and Projector on (see **Sections I and II**) select **Document Camera** on the touch screen display.
- b. On the **ELMO** stand, verify that the unit is on (**blue** is on - **red** is off) (*fig 11*). Place your document or object within the guides on the lectern facing you. Adjust brightness up or down from the controls on the stand. Manipulate your object manually, by rotating the camera arm, or using the camera light and zoom as desired. **SMART** tools **will not** be active.



*fig 11. Elmo Controls*

**To have access to the SMART Board pens and Image Mate tools:**

- a. Select **PC** on the touch screen display.
- b. Open **Image Mate (IM)** from the desktop icon (or from ELMO in All Programs). The live image will show and you can continue to manipulate the object.

- c. You can now annotate the object using either the **SMART Board** Pens or the **Image Mate** pen tools.
- d. To save your annotations, click on the **SMART Ink** button at the top, and select  Capture (see **Section V**) to open the annotated image in SMART Notebook.
- e. In the Notebook program, you have access to additional annotation tools as well as all the SMART Pens.
- f. **Continue annotating** the image/document as desired.
- g. When you are done annotating your text or object, **save your image and annotations** from the File menu, or export as either PowerPoint or PDF (see **Section V**).
- h. **Quit** the Notebook and Imagemate programs; turn off the document camera light if it is on.

## X. SKYPE IN THE CLASSROOM

**The Elmo Document Camera in each classroom can also be used as a camera and mic for Skype calls.**

- a. To use the Elmo to make a Skype call, **Open Skype** on the computer. Log in with your Skype credentials.

*Note: Skype is free, just sign up and you can have up to 10 individuals connected in a single call. You can also share documents while in Skype.*

- b. **Point the document camera** at the speaker. The camera arm can twist and rotate to capture either the lecturer at the podium, or the audience. Adjust the arm so that your subject is centered in the camera window.
- c. The **Elmo also has a microphone** built into the camera arm. Make sure you test the microphone before making your call. You may need to uncheck the "auto adjust" button and move the slider bar before you see that it is responding to your voice.
- d. **Make your call** from the Skype program.
- e. When finished, **close** out of Skype and make sure you **quit** the program by right clicking on the Skype icon in the task bar and selecting quit.

## XI. SHUT DOWN THE COMPUTER and PROJECTOR

- a. When you are done, **log off** of the computer to log out of your personal drive and return to the Novell Logon screen. **DO NOT** shut down the computer.
- b. If there is no class following, click **System Off** on the touch screen display, and **Power Down** (fig 12). This will turn off the touch screen, the projector and display screens. **Do not** press Projector Off or Flat Panel Off.

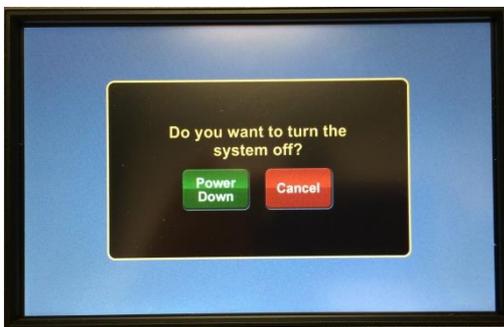


fig 12. System Off and Power Down Buttons

- c. After the projector is turned off, the fan will continue to run for a few minutes to cool. Once the projector turns off, wait 2 minutes before starting the system back up.
- d. **Do NOT turn off the main power** switch inside the podium.

## **XII. GET HELP**

A **2-way Intercom** is now available to make it easier to get assistance in the classroom when needed. The intercom is located on the left side of the podium.

- a. **Technical Assistance:** The first button labeled **AV HELP** will connect you to the Media Services office. Use this button to get assistance with the classroom equipment and technologies. This line is staffed by members of Media Services from 8am to 10pm, Monday through Thursday, and Friday from 8am-5pm.

You can also get assistance by calling Media Services at

**302-477-2104 (M-Th 9am-10pm, F 9am-3pm)**

or

**Helpdesk 302-477-2196 (M-F 9am-5pm)**

- b. **Emergency:** The last button, labeled **Security**, will connect you to the security office and is designed to be used only in an emergency.

For further training or assistance with  
technology

**Contact Barbara Mindell**

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*Widener Law School*  
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*8.15.14*